

ATTENDANCE FLOW CHART

Letter 1: Your child's attendance has fallen below **95%**

Letter 2: Your child's attendance has fallen below **93%**
Meeting - with Attendance Lead & Key Stage Lead
LISTENING AND UNDERSTANDING SUMMARY
EARLY INTERVENTION PLAN

Letter 3: Your child's attendance has fallen below **90%**
Medical evidence must be shown for absences
Meeting - with Attendance Lead & Senior Leader
ATTENDANCE SUPPORT PLAN

Not had a Fixed Penalty Notice

If you have had a Fixed Penalty Notice
We are now proceeding toward prosecution

Letter: you have **12** unauthorised absences in a
12 week period

Please note

**If you have 20 unauthorised absences in a 12 week
period you will receive a fixed penalty notice**

Date:

Stage 1

Letter to improve attendance in 14 days
School to monitor daily

Letter: your child has **18** unauthorised absences in a 12
week period

Please note

**If you have 20 unauthorised absences in a 12 week
period you will receive a fixed penalty notice**

Date:

Stage 2

Letter and meeting with Attendance Lead & Key Stage
Lead
Set target 100% for 4 weeks

Letter: Your child has now reached **20+** unauthorised
absences and your case has been sent for a fixed
penalty notice

Date:

Stage 3

Review meeting with Attendance Lead & Key Stage
Lead
Review targets set and set targets 100% for 4 weeks

Fine issued or fine not issued

More information to follow from the local authority

Stage 4

Review meeting with Attendance Lead & Key Stage
Lead

Improved attendance: no further action

**No improvement: case to be sent to local authority for
prosecution**